

# Student Toolkit

**2007-2008**

*A Resource for Ensuring a  
Safe and Successful Internship*

Student Education Website  
<http://int.lanl.gov/education>

**Science & Technology Base Program office — Education & Postdoc Office  
(STBPO-EPDO)**

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# WELCOME

Welcome to Los Alamos National Laboratory. Students are an important part of the Laboratory. We hope your experience will be educational, productive, and rewarding. Your time with us is intended to provide meaningful work, exciting learning opportunities, and the option of considering the Laboratory as the place to launch your career.

There will be a variety of opportunities for you to develop both professionally and academically while you are here. We encourage you to get involved and to participate in everything that you can to help develop skills and knowledge for your professional and academic growth. Please provide us with ongoing feedback about your experience at the Laboratory. It is our goal to continue to improve our internship programs.

This Student Toolkit is designed to provide useful information about the Laboratory. The information will help ease your transition and make the Laboratory a more manageable place. We have included information covering policies, services, safety and security, student activities, and contacts and resources.

As a student intern, you will have a mentor who will work with you to establish goals, expectations, and a student workplan. Your workplan will describe the work you will be doing as well as how that work will interface with your group. Your workplan should coincide with your educational goals and career plan. The mentor/student relationship is an important one. Each mentor has a wealth of knowledge, experience, and access to professional relationships that can be of benefit to you.

The Mentoring Checklist for Student Interns (see page 26) is an important form that should be completed by you and your mentor and returned to our office within **seven working days** of your hiring. This information helps to ensure an understanding of your work assignment and establish clear communication and expectations for you and your mentor. If you are under 18, you must also complete the Activity and Work Area Health and Safety Restrictions for Minors (see page 9). This also should be returned to the STBPO-EPDO office at mailstop M709 within **seven working days** of your hiring.

Each division/group has a Division-Student Liaison. Liaisons work with mentors and are additional resources for you. They can also add to the quality of your experience. Please take the time to cultivate these relationships.

We hope you will make the most of your opportunities at the Laboratory and that your experience is positive, productive, and safe.

*Science and Technology Base Program Office –  
Education And Postdoc Office*

# STUDENT INTERNSHIPS

The student internship program is the primary “pipeline” workforce development program. Historically, statistics have proven that investing in students continues to yield a positive return.

This program offers students an opportunity to gain relevant work experience in their chosen degree field. All students must comply with the requirements set forth on the LANL student web page (<http://int.lanl.gov/education/>).

## PROGRAMMATIC INFORMATION

### **Organization of the Laboratory**

The Laboratory occupies 43 square miles of mesa tops and canyons on the Pajarito Plateau. The Laboratory is divided into Technical Areas (TAs) where different types of work are performed. Almost everything at the Laboratory has an acronym or abbreviation that people use instead of its full name—for example, LANL (Los Alamos National Laboratory), LANS, LLC (Los Alamos National Security, Limited Liability Corporation), UGS (Undergraduate Student), GRA (Graduate Research Assistant), etc. It can be a challenge to figure out what all of these acronyms mean and to learn the organizational structure of the Laboratory. The organizational structure and abbreviations for the Laboratory and its directorates and divisions can be found on the LANL organization website <http://int.lanl.gov/organization/>.

### **The Student’s First Days at the Laboratory**

Your first few days are filled with activities enabling you to become familiarized with the Laboratory. You participate in New Hire Orientation and complete the hiring process with the Human Resources Division. You are informed of available resources as well as site-specific training that may be required before you are authorized to conduct work.

You must also complete General Employee Training, a course that is required of all LANL and contract employees (including students).

## **Z Number, Email Accounts and Cryptocards**

LANL does not use Social Security Numbers for most identification purposes. Each student will be assigned a Z-number. You will be given your Z-number at New Student Orientation.

Students will need a cryptocard in order to set-up an email account. Students will require administrative access to utilize many of the Laboratory's administrative systems. New students will be given the necessary forms at New Hire Orientation. Information about cryptocards can be found at <http://network.lanl.gov/accounts/>. Information about email accounts can be found at [http://network.lanl.gov/email/new\\_email.php](http://network.lanl.gov/email/new_email.php).

## **Student Badges**

All students are required to hold a badge. Student guests (visitor status) are able to receive their badges the day they report to the Laboratory. Students who are hired by the Laboratory (employees) are able to receive their badges the day after the new hire process is completed. For example, students hiring on a Monday may receive their badge on Tuesday. If mentors require students to access the work site on the date of hire they may contact the Badge Office to inquire about a visitor badge.

Students should be aware that all badges issued by the LANL Badge Office are LANL property. It is every student's responsibility to ensure that his/her badge is returned to the LANL Badge Office when no longer needed or valid.

# **STUDENT TRAINING**

## **General Employee Training (GET)**

GET training consists of the following 16 training modules: (Administrative Policies and Procedures, Classified and Sensitive Information, Emergency Management, Environment, ES&H Policies and Procedures, Facilities, Fire Protection, Industrial Hygiene and Safety, Introduction to the Laboratory, Lockout/Tagout, OSHA Rights and Responsibilities, Occupational Medicine, Quality Program, General Employee Radiological Training, Materials Control and Accountability, and Security). GET is taught by the Environment, Safety, and Health Training Group (PS-13) in White Rock and is a full-day training course (8 a.m. to 5 p.m.). You are required to complete GET training and pass an open-book test.

New hires and potential hires may not receive credit for web-based courses (listed below) until their Z-number is in the official LANL Employee Information System (EIS).

Having been assigned a Z-number a new-hire does not necessarily mean that your official record is in EIS. Usually, before a person can take online courses for official credit, the person must:

- Wait until she/he is onsite in Los Alamos,
- Have been given a photo ID badge

### **General Employee Training (GET) – Course #15503**

- Requirement Driver: 5480.20A
- Required once
- Target Audience:
  - All new workers who will be on-site for more than 10 workdays in a 12-month period.
  - All workers whose job assignments require unescorted access to nuclear facilities and/or radiological controlled areas.

### **Integrated Work Management: Overview – Course #31881**

- Required once
- Target Audience:
  - All new workers who will be on-site for more than 10 workdays in a 12-month period.



### **Annual Security Refresher – Course #1425**

- Requirement Driver: DOE M 470.4-1, Part 2, Section K
- Training Plan #729, *Security Education Training*
- Required annually
- Target Audience:
  - All LANL L- and Q-cleared badge holders who are “Active” in the Employee Information System (EIS) who have reported productive time (not vacation, extended leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).

### **Initial Computer Security Briefing – Lab-wide – Course #9369**

- Training Plan #2368, *Computer Security Briefing – Unclassified*
- Required once
- Target Audience:
  - Anyone who uses Laboratory unclassified or classified computer resources, either onsite or offsite, including federal workers in any branch/agency of the US government, UC/LANS, contractors, subcontractors, students, HS Co-op, UGS ,GRA, external, guests and visitors.
  - Anyone who wants to obtain a Crypto-Card.

### **Environmental Management System (EMS) Awareness for Workers – Initial Course #32461**

- Training Plan #7215, *EMS Worker Awareness*
- Required once
- Target Audience:
  - All LANL badge holders who are “Active” in the Employee Information System (EIS) who have reported productive time (not vacation, extended leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).

### **Substance Abuse Awareness Program for Employees – Course #7863**

- Training Plan #458, *Lab-wide Substance Abuse Training Plan*
- Required once
- Target Audience:
  - All LANL badge holders who are “Active” in the Employee Information System (EIS) who have reported productive time (not vacation, extended

leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).

### **Maintaining a Respectful Workplace – Course #34531**

- This course is designed to enhance managers' and supervisors' knowledge and understanding of various employment laws and policies related to discrimination and harassment prevention. It contains interactive scenarios intended to educate managers about legal responsibilities and to assist in identifying potential problems and resources available to deal with common workplace issues. Content focuses on sexual harassment, and discrimination based on age, gender, race, color, ethnicity, physical or mental disability, sexual orientation, religion, marital status, medical condition and veteran or military status.

### **Site Specific Training**

Your group may have specific training requirements necessary for student employees to conduct their work. In addition to GET, students may be required to take other training courses. Check with your mentor to determine what training you will need to complete prior to and during your assignment.

### **Student Workplan**

The Student Workplan defines the type of work that will be accomplished during the student's appointment. It provides a description of the work assignment and projects, along with the necessary skills and educational background needed to perform the research/work. The workplan is used as a tool for both the mentor and the student to establish a clear, mutual, and meaningful educational Laboratory experience. (See page 7 for a sample.)

# Sample Workplan

Created on: 5/15/2006 6:36:00 AM  
Created by: 183615  
Last Modified on: 12/22/2006 7:26:00 AM  
Last Modified by: 183615  
Student Last Name: Smith  
Student First Name: Scott  
Student Middle Name: D  
Student ZNumber: 123456  
Student Work Email: smith@lanl.gov  
Student Home Email: sblauert@cs.nmsu.edu  
Student Classification: Undergraduate  
Mentor ZNumber: 178910  
Group Admin ZNumber: 111111  
Work Assignment Description: Scott will be working on the High Explosives Data Sheet web application with his mentor and two other students. Scott's primary responsibilities for this application will be:

- Data entry of explosive information into the system
- Refining the user interfaces
- Collecting requirements for new functionality
- Delivering the final version by summer's end

Scott will also support a few other IT initiatives for the division which will be added to this workplan at a later date as they materialize.

Scott will be assigned a small project to keep track of his time spent on projects with the intention of demonstrating the benefit potential of the student program from a cost perspective. This project, although relatively small in scope, will be performed with project management principles and software quality assurance expected of any larger project performed for organizational needs.

Work Assignment Specific Training: N/A  
IWM Activities: N/A  
Education Deliverables: Scott will be encouraged to participate in at least one Symposium 2006 presentation or posting. He will be encouraged to present this project at the symposium.  
Goals and Experiences: The following educational goals will be met in the execution of the work assignment during the summer:

- Gain a working proficiency with:
  - o Visual Studio 2003
  - o Microsoft .NET framework
  - o The C# programming language
  - o Microsoft Internet Information Server (IIS)
  - o Microsoft SQL Server 2000
- Basic relational database theory and application

- Demonstrate proficiency with basic Project Management principles
- Develop and apply customer service skills

Prior LANL?: New

Student School: NMSU

Student Major: Computer Science

Start Date: 6/7/2006

End Date: 6/7/2007

Division-Group: ABC-123

Mail Stop: C123

# **Students Under the Age of 18**

## **Health and Safety Restrictions for Minors**

There is an additional requirement for students under the age of 18. It is imperative that both the student and mentor are aware of the Health and Safety Restrictions for Minors. Therefore, a checklist has been implemented to help both the supervisor and the minor student understand health and safety restrictions. The mentor and student must complete this checklist at [http://int.lanl.gov/education/pdfs/Minors\\_Checklist.pdf](http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf). The completed checklist should be mailed within two weeks of the student's start date to:

Brenda Montoya  
MS M709

## Activity and Work Area Health and Safety Restrictions for Minors

Current regulations specify restrictions for certain activities conducted by minors (workers under the age of 18) and for the areas in which they work. The restrictions that LANL is imposing on the work minors can perform incorporates and, in some cases, goes beyond the minimum legal requirements. This checklist captures applicable restrictions and provides a tool to evaluate the work of minors against these restrictions.

Employee Name: \_\_\_\_\_ Z#: \_\_\_\_\_ Date: \_\_\_\_\_

Checking the following indicates that each restriction has been evaluated and confirmed for the above employee:

- ☐ **Explosives:** No work with or around explosives; no work with or around explosive chemicals defined by 49 CFR. *(based on 29 CFR 570.51)*
- ☐ **Driving:** No driving of any vehicle for business purposes (beyond driving to and from work). *(based on 29 CFR 570.52)*
- ☐ **Power tools:** No use of power tools except small, battery-driven screwdrivers. *(based on 29 CFR 570.55, 59, 65)*
- ☐ **Radiation:** No work on prohibited activities listed in 29 CFR 570.57; no entry into Contaminated Areas or Radiation Areas; no work with dispersible radioactive materials where intake of total inventory would result in 0.1 rem or work around such materials protected by a single barrier. If working with radioactive materials, working in Radiological Controlled Area, or working in Radiological Buffer Area, dose limit is 0.1 rem/yr, Radiological Worker Training and monthly TLD required. *(based on 29 CFR 570.57 and 10 CFR 835.207)*
- ☐ **Hoisting:** No power hoisting, including use of freight elevators or lift gates. *(29 CFR 570.58)*
- ☐ **Power Paper Products:** Only use of typical office equipment allowed. *(based on 29 CFR 570.63)*
- ☐ **Brick / Tile work:** No firing of clay or silica materials. *(29 CFR 570.64)*
- ☐ **Demolition:** No demolition of any structures, systems, or components, including cleanup or salvaging. *(29 CFR 570.66)*
- ☐ **Roofing:** No roofing activities. *(29 CFR 570.67)*
- ☐ **Excavation:** No work in trenches over 4 feet deep; no work in tunnels or shafts; manual tools, only. *(29 CFR 570.68)*

Additional restrictions exist for activities deemed not applicable to minors working for UC at LANL, including mining, logging & sawmilling, using bakery machines, and meat processing.

LANL may establish additional restrictions for minors performing other activities or in work areas considered hazardous (such as work with chemicals, at heights, with lasers, in confined spaces, or with energized electrical equipment). Until such restrictions are established, responsible line managers are to apply existing, standard requirements for controlling these hazards for minors.

Industrial Safety SME / Date

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Health Physics SME / Date:

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Signing below indicates that the proper evaluation was performed, and the above restrictions are implemented.

Employee / Date:

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Responsible Line Manager / Date:

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*February 2, 2005*

# **Work Schedule**

## **Year-Round Students**

Students that intern on a year-round basis are limited to 75% work time during the academic year. Exceptions to the work time requirement can be submitted to <http://int.lanl.gov/education/spac/exc.shtml>. Students participating in the Electro Mechanical Technician Training Program, Machinist Apprenticeship Program, CFO MBA program, students in post baccalaureate appointments and post master's appointments, and GRA students working on a thesis or dissertation are excluded from the 30-hour per week work restriction.

## **Summer Students**

All students are eligible to work full-time, 40 hours a week during the summer months. Students are not required to be enrolled in courses over the summer.

## **9/80 Work Schedule**

Summer students, post baccalaureate, post masters, and GRA students working on a thesis or dissertation are eligible to participate in the 9/80 work schedule. The student must have permission from the mentor to work this schedule, and the specific schedule must be requested through the payroll system.

# **The Student-Transcript & Salary-Review Process**

This review process is conducted annually during February and March. The transcript review process enables the Education and Postdoc Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.





## memorandum

Science and Technology Base Programs Office  
Education & Postdoc Office (STBPO/EPDO)

*To/MS:* Students, Mentors, & Liaisons  
*From/MS:* Brenda Montoya, STBPO/EPDO  
M709  
*Phone/Fax:* 7-4866/Fax 5-6871  
*Symbol:* STBDO/EPDO  
*Date:* December 12, 2006

### **Annual Student Transcript and Salary Review Process**

The annual student transcript and salary review process will take place between March and May of 2007.

Students' official transcripts, including fall, '06 grades and spring, '07 enrollment are due to STB-Education and Postdoc Office by February 17, 2007. Official transcripts should be sent to:

Brenda Montoya  
Los Alamos National Laboratory  
MS M709  
P.O. Box 1663  
Los Alamos, NM 87545

Unofficial transcripts will not be accepted. Students submitting a late transcript are not eligible for retroactive salary increases. Transcripts should only be sent to the address above. Sending them elsewhere could cause a delay in a student's raise or result in a lost transcript. Students should verify that transcripts have been received by the Education and Postdoc Office by emailing Brenda Montoya at [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov).

The transcript review process enables the Education and Postdoc Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.

The Laboratory's new GPA requirements will be monitored via the transcript review process. Student's whose GPAs are below the new minimum requirements will be contacted to discuss a path forward. The student's mentor and group leader will also be notified.

### **Clarifying Information**

- 1) High school cooperative (HS Co-Op), Post-Baccalaureate, and Post Master's (one-year appointment prior to entering a PhD program) students are not required to submit a transcript.

- 2) Students participating in the Electro-Mechanical Technician Training Program (EMTP) or the Machinist Apprentice Program (MAP) are exempt from this requirement.
- 3) **Official** transcripts are required and must include the student's name, institution name, grade point average (semester and cumulative) and declared major.
- 4) Although students are required to enroll in and receive credit for a minimum of 9 (undergraduate) or 6 (graduate) credit hours or equivalent each semester during the academic year, taking the minimum required may prevent students from receiving the May salary increase. Salary increases are based on the number of credit hours completed in a student's degree program and the student's class standing.
- 5) Appointment dates may not be extended by a student's return to work date if the student's official transcript is not received by the February, 17<sup>th</sup> deadline resulting in a delay of the student's participation in the Laboratory's 9/80 work schedule.
- 6) Salary increases will be effective in May based on a student's return date and compliance with the transcript submission deadline.
- 7) Students who fail to meet the transcript deadline may no longer be able to participate in the Laboratory's Student Internship Programs.

### **Reminders**

1. Undergraduate students are required to enroll in and receive credit for a minimum of 9 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program.
2. Graduate students are required to enroll in and receive credit for a minimum of 6 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program. Graduate students who have completed their coursework and are performing research for their thesis or dissertation are eligible to work full-time during the academic year providing they submit proof of enrollment to STB-EPDO showing thesis/dissertation course work.
3. Exceptions to the work time or credit hour requirements will be addressed on an individual basis by the Education and Postdoc Staff and the Student Programs Advisory Committee. The exception process can be located at: <http://int.lanl.gov/education/spac/exc.shtml>
4. Students participating in the Electro-Mechanical Technician Training Program, Machinist Apprenticeship Program, or the CFO MBA program, are excluded from the 30 hour per week work restriction.
5. Students who are on Post Baccalaureate appointments (one-year appointment prior to entering a graduate program) and students who are on a Post Masters appointment (one-year appointment between completion of Master's and commencing a PhD program) are exempt from this restriction.
6. Students are eligible to work 40 hours during the holiday and spring break, with management approval.

7. Summer is not considered part of the academic year, so there are no requirements for taking classes and students may work full-time.
8. Questions about tuition reimbursement should be directed to Dixie Paternoster at 7-0386 or [Dixie@lanl.gov](mailto:Dixie@lanl.gov).

Students who are enrolled in Certificate Programs should contact Brenda Montoya at [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov)

Please contact Brenda Montoya at 667-4866, [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov) or Carole Rutten at 665-5194, [crutten@lanl.gov](mailto:crutten@lanl.gov) if you have any questions about this or any other student program issue.

## Student Program Contacts

The role of the LANL program coordinators is to ensure programmatic compliance and support a positive internship in the high school co-op, undergraduate, and graduate programs. The program coordinators assist mentors and students with needs relating to workplans, mentor/student relationships, policy, exceptions, and other student concerns. Please contact the coordinators if you need assistance.

**Brenda Montoya**  
**Precollege, UGS, and GRA**  
**Program Coordinator**  
**STBPO-EPDO**  
**Education & Postdoc Office**  
**667-4866**  
[bmontoya@lanl.gov](mailto:bmontoya@lanl.gov)

**Carole Rutten**  
**Laboratory Student/Mentor**  
**Liaison**  
**STBPO-EPDO**  
**Education & Postdoc Office**  
**665-5194**  
[crutten@lanl.gov](mailto:crutten@lanl.gov)

## Appointment Types and Terms

### Precollege

**The High School Cooperative Program (HS Co-op)** provides qualified high school seniors the opportunity to develop skills and gain work experience, while receiving exposure to a variety of technical and administrative career fields. Students have an opportunity to contribute to the Laboratory's mission while working with state-of-the-art equipment and instruments.

Participants who successfully complete the program may be eligible to receive high school credit. Applicants are screened by designated high school representatives for aptitudes and interests, grade point average, and must be approved to participate in the program by their high school counselor/representative.

Students may work full-time during the summer between their junior and senior year, and may continue the appointment in part-time status (up to 20 hours per week) during the academic year.

**Eligibility requirements:**

- Must be a high school senior
- Must be at least 16 years of age
- Must have a minimum 2.8/4.0 GPA (unless your school requires a higher GPA to participate).

**High School Co-op Post Graduate Category**

High school graduates who have not been accepted or enrolled in an undergraduate program may be eligible for the High School Co-op Post Graduate category. Post Graduate appointments are for a maximum of three months.

Post Graduate students may move to undergraduate student program status when documentation is provided indicating acceptance in an undergraduate program.

**Undergraduate Program**

**The Undergraduate Student (UGS) Program** offers summer and year-round (part-time or full-time) internships for undergraduate students. This is an educational program that provides students with relevant research experience while they are pursuing an undergraduate degree. It is designed to complement the student's education with work experience related to their field of study. Internships can be in technical or administrative fields.

Programmatic time limits are six (6) years for those students pursuing a Bachelor's degree and three (3) years for those students pursuing an Associate's degree.

**Eligibility requirements:**

- Must be accepted in an undergraduate program
- Must enroll in and receive credit for a minimum of 9 credit hours each semester
- Must initially have and maintain a cumulative GPA of 2.8/4.0

## **UGS – Post Baccalaureate Category**

The post baccalaureate category of the UGS program offers college graduates the opportunity to participate in the UGS program after graduation. This category applies to those students who have been awarded a bachelor's degree but have not yet been accepted and enrolled in a graduate program. Post baccalaureate students may remain in this category for up to one year.

- Students not interested in pursuing graduate school are limited to a one-year appointment.
- Students interested in graduate school should use this one year appointment to prepare for graduate school acceptance (e.g. GRE/GMAT exams, applications, etc.) A student may move into GRA status when documentation is provided indicating acceptance in a graduate program.

Documentation should be sent to:

Los Alamos National Laboratory  
Attn: Brenda Montoya  
PO Box 1663, MS M709  
Los Alamos, NM 87545

## **Graduate Research Assistant Program**

The Graduate Research Assistant (GRA) Program is a year-round educational program that provides students with relevant research experience while pursuing a graduate degree. In some cases, students can arrange to conduct master's or doctoral thesis research at the Laboratory. The majority of internships are in technical and scientific disciplines.

Appointments are available for 90 days up to one year, with option for renewal based upon program requirements. Students are selected on the basis of field of study, grade point average, and research interests. Individuals may remain in the GRA program for up to three months after receiving a Ph.D.

### **Eligibility requirements:**

- Must be accepted in a Graduate program
- Must enroll in and receive credit for a minimum of 6 credit hours each semester
- Must maintain a cumulative GPA of 3.0/4.0

## **GRA - Post-Master's Category**

The post-master's category of the GRA program offers graduate students the opportunity to participate in the GRA program after receiving a master's degree. This category applies to those students who have been awarded a master's degree but have not yet been accepted into another master's or Ph.D. program. Post masters students may remain in this category for up to one year.

- Students not interested in pursuing a Ph.D or a second master's degree are limited to a one-year appointment.
- In order to remain in the GRA program after the one year maximum in the post master's category, students must be accepted and enrolled in another graduate program (Master's or Ph.D).

Documentation should be sent to:

Los Alamos National Laboratory  
Attn: Brenda Montoya  
PO Box 1663, MS M709  
Los Alamos, NM 87545

## **Student Guest Programs**

The Official Student Visitor (OSV) Program and the No-Fee Intern (NFI) Program are year-round educational programs that provide students with relevant research experience. These programs allow students (undergraduate & graduate) to engage in research, experiments, or educational experiences while taking advantage of the Laboratory facilities. More information can be found at <http://int.lanl.gov/orgs/hr/hrs/guests/>.

# **Offsite Student Policy**

## **Requirements**

Off-site students and their management must comply with IMP 822.1, IMP 763, and IMP 761, all Student Program policies and eligibility requirements as well as LANL travel regulations. In addition, the student's mentor will submit a written justification, through the group leader, describing the need and educational benefit to performing work off site.

The Education and Postdoc Office requires a revised workplan for students that will be working off site. Please refer to the items below for completeness.

### **Off-site Mentoring**

In the event that the LANL mentor cannot be generally present to provide off-site mentoring to the student, joint mentoring with someone off site is required (e.g., university advisor, university collaborators, etc.). It is the responsibility of the LANL mentor to initiate this contact and maintain it during off-site status. Consistent with the Los Alamos Student Programs policy, every student will have an identified mentor at all times while associated with the Laboratory Student Programs.

### **Off-site Justification Memo**

An off-site student MAY NOT perform work until the Student Program Coordinator approves the justification and off-site workplan. The mentor will be notified when the workplan and justification memo have been approved. The student must comply with the off-site arrangement for it to be productive and worthwhile (i.e., accountable for time and effort, reporting deadlines, communication, etc.). In the event that the mentor determines the off-site work agreement is not working, this arrangement should be cancelled immediately and no further off-site work should be conducted.

A memo is required annually to request an off-site appointment.

### **The Off-site Justification Memo Must Address the Following Items:**

- Address memo to Brenda Montoya, MS M709
- Student accountability: will the student be writing a weekly report, presenting their results? How will you, as the mentor, know if the work is being done in a timely and professional manner?
- Identified off-site mentor and contact information
- Length of time expected to work off site, final due date of project requirements (not to exceed one year).
- How the student will report their time and effort?
- How will communication between LANL mentor and student take place?
- Any expected travel plans?
- Why can't this job be done by another student or staff member here at LANL?
- Indication that the mentor and group leader are familiar with the Administrative Policies mentioned above and that this Offsite situation will be in compliance.



- Include a NEW [Off-site Educational Workplan](#).
- Educational benefit to the student?
- Mentors must consider the student's academic schedule (provide a copy of the student's upcoming semester/quarter enrollment) while away at school. How many hours do you expect the student to work and maintain their course work and GPA? Note: Students must meet the minimum GPA requirements to work off site. Undergrad GPA: 2.8/4.0; Graduate GPA: 3.0/4.0.
- In the event that property is part of the off-site request, the Property Manager must prepare the appropriate paperwork.
- In accordance with the Laboratory's Integrated Safety Management document, it is imperative that the mentor and group leader be familiar with the following sections: 3.3.1, 3.3.2, 3.3.4, and 3.3.6 (see [Student ISM Documentation form, pdf](#)). In the event that the LANL line manager wants to transfer ES&H responsibility to the off-site organization, this must be done through an appropriate transfer of ES&H responsibilities as stated in Section 3.3.2. A copy of the [Student ISM Documentation form \(pdf\)](#) of ES&H responsibility must accompany the off-site justification memo OR the off-site justification memo must identify the responsible LANL line manager. This information must be communicated with the student before off-site work begins.

## Departure Process - Termination/Casual

Three weeks before the end of the student's appointment, the student should notify the mentor and the student liaison regarding plans for departure. Forms will be initiated to reflect the appointment status change (to casual, part-time, off-site or termination). The departure process and specific instructions on leaving the Laboratory can be found at <http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml>.

## No-Fault Termination of Relationship

If either the mentor or the student cannot meet the goals and objectives that have been outlined, a discussion regarding a no-fault end to the relationship should occur. Students should first contact your division-student liaison, then the Education and Postdoc Office (EPDO), Carole Rutten, 665-5194, [crutten@lanl.gov](mailto:crutten@lanl.gov) for assistance. Staff Relations may be contacted for additional guidance at 667-8730.

## **When the Relationship Ends Early**

Sometimes – despite everyone’s best efforts – a student/mentor relationship comes to an early conclusion. Common reasons for this to occur include:

- Mentor or mentoree moves out of the area
- Other major life changes (health concerns, major career shifts) make continuing impossible
- One of the pair decides to end the relationship

If the relationship ends because of an unavoidable circumstance, consider taking the time to get closure and celebrate what you have accomplished. It is helpful to acknowledge that there is probably some disappointment on both your parts; make sure your mentor knows that this is not a reflection on him/her.

If one or both of you truly feel it would be best to end the relationship, then your goal should be to make the ending positive and affirming. Ask your mentor for a last meeting to talk about the ending and say good-bye. At that meeting, remember to:

- Emphasize what has gone well – ways you’ve grown and ways you’ve benefited
- Acknowledge that sometimes relationships are challenging, and you hope you’ve both gained some skills in working on interpersonal issues

## **Annual Student Survey**

Students are given the opportunity to participate in the annual student survey. This survey allows students to comment on their experience at the Laboratory. Although this on-line survey is available, students are encouraged to provide comments throughout their internship. The information from the survey is compiled, analyzed, and used to make improvements to the program. In addition, division-related information is provided to the division liaison.

# LANL POLICIES

## **Implementation Policy and Procedure for Student and Postdoctoral Mentoring (IPP 787.2)**

This policy was issued in September 2006. The policy standardizes and formalizes the process to select, train, and appoint mentors; and prepare mentorees to work at LANL. This document also clarifies and establishes the responsibilities and requirements for responsible management and supporting organizations. You can view the full policy at: [http://policies.lanl.gov/pods/policies.nsf/LookupDocNum/IPP787/\\$File/ipp787.2.pdf](http://policies.lanl.gov/pods/policies.nsf/LookupDocNum/IPP787/$File/ipp787.2.pdf)

## **Substance Abuse Policy**

It is the policy of Los Alamos National Laboratory to strive to maintain a workplace that is free from illegal use, possession, or distribution of controlled substances. To this end all students and mentors will be required to adhere to the Substance Abuse Policy. LANL will hire only applicants who have passed a pre-employment drug test. All LANL employees (not including guests/affiliates) and subcontractor employees who are holders of standard (non-visitor) badges are subject to random drug testing provided they are on site. The Substance Abuse Policy can be found at <http://policy.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=IPP732&FileName=ipp732.pdf>.

## **Harassment**

The Laboratory has very specific policies regarding harassment. Harassment is unacceptable conduct and is prohibited. The Laboratory takes measures to prevent acts of harassment; they involve prompt corrective and/or disciplinary action for any act that violates this policy. Please contact HR-Employee Relations for more details (HR-ER), 667-8730. The policy can be found at:

<http://policies.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=AM711&FileName=AM711.pdf> .

## **Sexual Harassment**

The Laboratory sexual harassment policy prohibits sexual relationships involving mentors and mentorees. The related resources available to mentors are HR-ER (667-8730), the division HR generalist, the Employee Assistance Program, and the Ombuds Office.

# **GENERAL INFORMATION**

## **Housing**

### **LANL Housing**

The LANL Housing Office is located at the University of New Mexico: Los Alamos Branch Campus at 1333-40<sup>th</sup> Street, Room 126-C (the Mesa Complex building). Their phone number is 665-2626.

The Housing Office website is at <http://financial.lanl.gov/housing/general.shtml>.

Housing Office staff members are available to answer questions, and work on behalf of students to secure rental agreements. Students with transportation have the most housing options.

### **Students' Association Housing Connection**

The Students' Association Housing Connection is a tool used to help Laboratory Students find short-term rental accommodations around Los Alamos and surrounding areas. The Housing Connection website can be found at <http://sa.lanl.gov/housing.php>. An

additional source for housing can be found at <http://www.losalamos.com/> (select the housing link).

## Foreign National Students

Please contact the Immigration Services Office for the latest information about foreign national students or student visas. The office can be reached at 667-2738 or 665-0001, and the website address is <http://int.lanl.gov/security/iseq/iso/index.shtml>.

## Student Benefits

Depending on the type and length of appointment, students may be eligible for benefits. All benefits questions should be directed to the Benefits Office, 505-667-1806, [benefits@lanl.gov](mailto:benefits@lanl.gov). Information on benefit plans can be accessed at <http://www.lanl.gov/education/> in the Student Resources section.

## Student Travel/Relocation

Rules concerning travel/relocation reimbursements for students are very specific. Detailed information can be found at: <http://financial.lanl.gov/accounting/travel/regulations/graugsregs.shtml>. Questions can be sent to [travel@lanl.gov](mailto:travel@lanl.gov) or 505-665-8529.

## Safety and Security

Safety and security are primary commitments for all LANL employees. The Laboratory's goal is to have an injury-free workplace. The Laboratory takes an aggressive approach to ensure that achieving its mission injures neither people nor environment. You will be required to participate in safety and security training sessions to ensure you conduct your work in a safe and secure manner. Consult the "Safety" or "Security" home page to learn more about this effort. If you are uncomfortable about how work is being conducted, please contact your division safety officer or speak with your mentor, group leader, or team leader.

## Security Clearance

When a security clearance is required, the sponsoring organization submits a request and written justification as soon as possible after selection due to the length of time required for clearance processing. The request is initiated through Personnel and Information Security. The length of time to acquire a clearance is determined by the level of clearance requested and the personal history of the candidate.

## Clearance Processing

Clearances are allocated on a priority basis and must be approved by your Division or Directorate before submittal. A signed Clearance Request/Recertification/Suitability Form (DOE F472.1C) constitutes approval of clearance requested. Obtaining a clearance can take from one year to 18 months.

## Dress Code

There is no official dress code for the Laboratory due to varying work settings. However, clothing should always be neat, clean, and appropriate for your work setting. Clothing that is always **inappropriate** includes short shorts, bare-midriff shirts, low-cut tops, and sheer clothing. There are additional safety requirements for clothing if you work in a laboratory setting.

## Visitors

Visitors are not permitted on Laboratory property without proper identification from the Badge Office. All foreign nationals are required to have prior Department of Energy (DOE) approval and appropriate visitors' badges while on Laboratory property. To seek approval for visitors, please contact your group office to obtain the required approvals and complete the appropriate paperwork. Individuals without approval may drive in open areas, but may not enter any buildings. If these security rules are not followed, a security infraction may have occurred. If such an infraction occurs, your badge may be confiscated by Security, and depending upon the nature of the infraction, your

appointment with the Laboratory may be terminated.

## **Computers**

The student is responsible for proper use of any computer system used during work hours. The sponsoring group will provide a listing of computer system responsibilities at the appropriate time. In general, users are prohibited to use the computer for any work outside of that assigned. Use of the Internet is restricted to that needed to accomplish assigned work. Use of the Internet to access pornographic or gambling sites can result in an employee's immediate termination from Laboratory employment and participation in any educational program. In addition, the user must ensure that only authorized Laboratory personnel have access to their computer system (this would include the group's computer system administrator and the student's mentor).

## **Phone**

Laboratory telephones may be used only for Laboratory business. Personal calls should be limited. Phone call communications are not monitored but numbers called are and users must sign-off on all long-distance calls. Users must reimburse the Laboratory for any personal long-distance calls (cost plus Laboratory taxes). Personal cell phones are not allowed at all Laboratory sites. Check with your mentor to see if personal cell phones can be taken on-site at your work location.

## **Threats of Violence**

Any threat of violence in the workplace is taken very seriously at the Laboratory. Comments such as, "I could just kill somebody ... for doing that...." could have serious consequences. Threats, whether intended as a joke or not, are not tolerated at LANL.

# STUDENT RESOURCES

## **Mentoring Checklist for Student Interns**

This new form has replaced the former Student/Mentor Workplan Discussion Guide. This checklist will serve as a briefing tool for you and your mentor during your current internship assignment. The checklist covers various topics to help you understand all of the responsibilities, resources, and requirements necessary for a safe, productive, and successful internship.



Mentoree: \_\_\_\_\_

Arrival/departure dates: \_\_\_\_\_ / \_\_\_\_\_

Mentor: \_\_\_\_\_

Office Location / Phone: \_\_\_\_\_



Supervisor: \_\_\_\_\_

Office Location / Phone: \_\_\_\_\_

LM: \_\_\_\_\_

Office Location / Phone: \_\_\_\_\_

Check Appropriate Category Below			Select One Below Based on Work Plan and Degree Area	
<input type="checkbox"/> High School Co-op	<input type="checkbox"/> Post-baccalaureate undergraduate student (UGS)	<input type="checkbox"/> Post-masters degree graduate student (GRA)	<input type="checkbox"/> <b>Administrative</b> For students pursuing an administrative degree (HR, Accounting, Education, etc.)	<input type="checkbox"/> <b>Technical</b> For students pursuing a TSM credentialed degree (Chemistry, Engineering, Computer Science, etc.)
Check Appropriate Work Hours Below			Check Length of Student Internship	
<input type="checkbox"/> Casual (19 hrs/wk or less)	<input type="checkbox"/> Part time (20-39 hrs/wk)	<input type="checkbox"/> Full time (40 hrs/wk)	<input type="checkbox"/> Summer <input type="checkbox"/> <b>Year-round</b>	<input type="checkbox"/> <b>Semester (non-summer)</b> <input type="checkbox"/> <b>Other</b> <b>List:</b>

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
<b>I. Develop Mentoring Package</b> Mentor and supervisor collaborate to complete this section of the Checklist. Upon completion, both sign at the bottom of Section I, and submit to the Line Manager for approval.  Upon approval and before the mentoree arrives, the LM notifies the STB-EPO Student office of the approval by email, and returns the signed document to the mentor.					
<input type="checkbox"/>	<input type="checkbox"/>		1. Educational work plan <b>complete and approved</b>		
<input type="checkbox"/>	<input type="checkbox"/>		2. <b>Does IWM apply?</b> (See IMP 300 for detailed guidance) <input type="checkbox"/> No <input type="checkbox"/> Yes		
			a. Are there any applicable Hazard Analyses? <input type="checkbox"/> No 	<b>IF NO</b> , is one required by IMP 300? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, initiate action to perform Hazard Analysis.	
			<input type="checkbox"/> Yes 	<b>IF YES</b> , Where? _____ _____ _____ _____	

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
			b. Are there any applicable IWDs? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>IF YES, list:</b> _____ _____ _____ _____	
<input type="checkbox"/>	<input type="checkbox"/>		<b>3. Are there any procedures that apply to:</b>		
			a. Performing the proposed work? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>IF YES, list:</b> _____ _____ _____	
			b. Access to or use of facilities? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>IF YES, list:</b> _____ _____ _____	
			c. Computing resources to be used? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>IF YES, list:</b> _____ _____ _____	
			d. Export Control? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>IF YES, list:</b> _____ _____ _____	
			e. Other? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>IF YES, list:</b> _____ _____ _____	
<input type="checkbox"/>	<input type="checkbox"/>		<b>4. Identify required training</b>		
			a. Complete Institutional Training Questionnaire at <a href="http://int.gov/training/questions.shtml">http://int.gov/training/questions.shtml</a> to identify Institutional Core Training Requirements (i.e. GET, Computer Security), and Lab-wide required training.	<b>Required training:</b> _____ _____ _____ _____ _____	

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
			Attach output – <b>OR</b> - list outcomes at right. <b>CAUTION:</b> Use only the URL shown above for this activity. Out-of-date versions may still exist on the LANL networks.		
			b. Review applicable IWDs and list required training at right.	Required training: _____ _____ _____ _____	
			c. List all other training required to: <ul style="list-style-type: none"> <li>• Access the work site</li> <li>• Perform the proposed work, including to:               <ul style="list-style-type: none"> <li>○ Use specific equipment or instrumentation, etc.</li> <li>○ Use specific materials (reagents, explosives, biological materials, etc.)</li> </ul> </li> </ul>	Required training: _____ _____ _____ _____ _____	
<input type="checkbox"/>	<input type="checkbox"/>		<b>5. Identify facility-specific requirements</b>		
			a. Hours of operation		
			b. Physical access to the facility		
			d. Security clearance requirements <input type="checkbox"/> No Clearance Required <input type="checkbox"/> Clearance Required	Details: _____ _____ _____	
			d. Escort requirements		
			e. Keycards, building entry authorization encoded on LANL badge		
			f. Postings (radiological, warning signs, biohazards, restricted entry, etc.)		
			g. Hazard Communication briefing requirements		

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
			h. Facility contacts (name and phone number for operations manager, building manager, maintenance, etc.)	_____ _____ _____	
			i. Facility accountability system	_____	
			j. Alarms, evacuation routes and emergency notification procedures.	_____ _____	
<input type="checkbox"/>	<input type="checkbox"/>		<b>6. Identify restrictions on:</b>		
			a. Scope of approved and authorized work	_____	
			b. Foreign nationals	_____	
			c. Activities that require the mentoree to be observed or supervised	_____	
			d. Activities that have training prerequisites before mentoree can perform them.	_____	
			e. Work hours or days of the week	_____	
			f. Activities with environmental impacts, permit requirements, tracking or accountability systems	_____	
			g. Electronic devices (cell phones, personal computers, PDA, camera, etc.)	_____	
			h. Personnel who have not attained the age of majority ("minors")	_____	
			i. Need to know	_____	
			j. Access to computer networks, data and software applications (administrative access via cryptocard required, email account, etc).	_____ _____ _____	
Prepared by (both must sign):				Approved by:	
Mentor		Supervisor		Line Manager	
_____		_____		_____	
_____		_____		_____	

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
Date			Date	Date	

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
---	--	-------------------	----------	---------	----------------------

## II. Conduct Mentoring Briefing

The mentor checks off the items as they are completed. The mentoree initials in far right-hand column to acknowledge that:

- Each item has been discussed
- S/he has been offered an opportunity to ask questions
- The questions have been answered or resources have been identified to answer them

Upon completion of this section of the Checklist, both mentor and mentoree sign at the bottom to document that all items are complete, and the mentoree is eligible for authorization to conduct the work activities covered in the Mentoring Package. The mentor then:

- Forwards a copy of the Checklist to the LM
- Provides a copy of the Checklist to the mentoree
- Forwards the original to the Division's central records custodian

Upon receipt of the signed Checklist, the LM authorizes the mentoree to conduct work activities as appropriate. Note that some authorizations must be delayed until the mentoree completes prerequisite training.

<input type="checkbox"/>	1. Introductions	
	<b>Mentor</b>  Name _____ Z-Number _____ Div/Group _____ Phone: Lab: _____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
	<b>Alternate Mentor</b>  Name _____ Z-Number _____ Div/Group _____ Phone: Lab: _____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
	<b>Supervisor</b>  Name _____ Z-Number _____ Div/Group _____ Phone: Lab: _____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____	

<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials
				Email _____	
			Line Manager (LM)	Name _____ Z-Number _____ Div/Group _____ Phone: Lab: _____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
			Mentoree	Name _____ Z-Number _____ Div/Group _____ Phone: Lab: _____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
			Co-workers, others (list at right)	_____ _____ _____ _____ _____ _____	
			Division Student Liaison	Name _____ Z-Number _____ Div/Group _____ Phone: Lab: _____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
	<input type="checkbox"/>		<b>2. Identify Safe Work Requirements</b>		
			<ul style="list-style-type: none"> <li>Stop work authority and responsibility               <ul style="list-style-type: none"> <li>Recognize "scope creep"</li> <li>Recognizing "not as expected" conditions</li> <li>Inaccurate/incomplete procedures, IWDs, etc.</li> <li>Prerequisite training not completed by worker</li> <li>Worker not confident to proceed</li> </ul> </li> <li>Recognizing Lockout/Tagout, out-of-service</li> </ul>	Notes: _____ _____ _____ _____ _____ _____ _____ _____	

[illegible]

[illegible]



<input checked="" type="checkbox"/> If N/A	<input checked="" type="checkbox"/> When Complete	Date Completed	Activity	Details	Mentoree Initials	
			<ul style="list-style-type: none"><li>Discuss mentoree's long-term career plans</li></ul>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
<input type="checkbox"/>	<input type="checkbox"/>		8. Additional Topics			
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	Notes: <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
<p>I have been briefed on the topics indicated on this checklist. I have had an opportunity to ask questions, and have been provided resources for further guidance.</p> <div></div> <div>Mentoree signature</div> <div></div> <div>Mentor endorsement:</div> <div></div> <div>Mentor signature</div> <div></div> <div>Date</div> <div></div> <div>Date</div>						

## **New and Returning Student Checklist**

The Education and Postdoc Program Office has developed a new resource for students. This resource is a checklist for new and returning/year-round students to ensure that you are aware of all necessary requirements for your current assignment. The checklists are also available on line at: <http://int.lanl.gov/education/> . You are encouraged to use these checklists during your time at the laboratory as they will help you to fulfill your student internship responsibilities.

# New Student Checklist

## *Prior to Arrival*

Returned offer letter with required documentation and confirmed hire date with Human Resources and mentor

\_\_\_\_\_

Discussed travel reimbursement with mentor as outlined in offer letter  
<http://financial.lanl.gov/accounting/travel/regulations/default.shtml>

\_\_\_\_\_

Gathered documents required for employment in the U.S. (refer to the *List of Acceptable Documents for I-9 Verification* that is part of the offer letter).

**Note that without these documents, your hire date may be delayed (Applies to all students)**

\_\_\_\_\_

Made arrangements to meet mentor after New Hire Orientation (on the first day)

\_\_\_\_\_

## *Upon Arrival*

Attended New Student Orientation

\_\_\_\_\_

Completed GET (General Employee Training), Site Specific Training, and all general training requirements for employees  
<http://int.lanl.gov/training/>

\_\_\_\_\_

Picked up LANL Badge from the Badge Office  
(located on the second floor of the Otowi Building)

\_\_\_\_\_

Obtained a Cryptocard (you will need this to access e-mail and forms can be completed at New Hire Orientation)  
(To be coordinated by your group office administrator)

\_\_\_\_\_

Read and understand Student Mentoring Policy Procedure IPP 787.2

\_\_\_\_\_

<http://policies.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=IPP787&FileName=ipp787.2.pdf>

Met with mentor and reviewed Student Workplan

\_\_\_\_\_

**If you are minor**, you must complete the form: Health and Safety Restrictions for Minors. The form can be found at:  
[http://int.lanl.gov/education/pdfs/Minors\\_Checklist.pdf](http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf).

\_\_\_\_\_

## *Departure*

Turned in all LANL Property (badge, keys, Cryptocard, etc.) the day of departure

\_\_\_\_\_

Completed departure processing forms with mentor  
<http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml>

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Completed the on-line Annual Student Survey

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# Returning Student Checklist

## *Prior to Return*

Submitted official transcript (Due Feb. 17, 2007)

[http://int.lanl.gov/education/pdfs/Student\\_Transcript.pdf](http://int.lanl.gov/education/pdfs/Student_Transcript.pdf)

Brenda Montoya

PO Box 1663

MS M709

Los Alamos, NM 87545

\*Note: Students who do not submit official transcripts are not eligible to participate in the Laboratory Student Internship Program

Confirmed with Brenda Montoya ([bmontoya@lanl.gov](mailto:bmontoya@lanl.gov)) that your transcripts have been received

Discussed and agreed upon an arrival date with mentor

Discussed travel reimbursement with mentor

<http://financial.lanl.gov/accounting/travel/regulations/default.shtml>

## *Upon Arrival*

Picked up badge from the Badge Office  
(Located on the second floor of the Otowi Building)

Picked up Cryptocard

Updated training; completed Annual Security Refresher #1425

<http://www.hr.lanl.gov/TIOCourses/TIOAha.asp?CourseNumber=1425>

and, if necessary, Technical Surveillance Countermeasures, Site Specific Training, etc.

Read and understood Student Mentoring Policy Procedure IPP 787.2

<http://policies.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=IPP787&FileName=ipp787.2.pdf>

Met with mentor and reviewed new workplan

**If you are minor**, complete the form: Health and Safety Restrictions for Minors.

The form can be found at:

[http://int.lanl.gov/education/pdfs/Minors\\_Checklist.pdf](http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf).

## *Departure*

Completed departure processing forms with mentor

<http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml>

Turned in all LANL Property (badge, keys, Cryptocard, etc.) the day of departure

Completed the on-line Annual Student Survey

## Division Student Liaisons

Division-student liaisons are an additional resource for students. Each division/group has a student liaison. Liaisons add value to the students' experiences by working with mentors and linking students to needed resources within the division, the Laboratory, and the community. Liaisons help make the Laboratory a more manageable place so that students can focus and be more effective in their work projects. Ask your mentor to introduce you to your liaison.

### Division - Student Liaison Listing 2007

Group	Last Name	First Name	Phone	E- mail	Mail Stop
AOT-DO	Zwick	Linda	665-1714	<a href="mailto:lzwick@lanl.gov">lzwick@lanl.gov</a>	H809
ASM-DO	Pacheco	Barbara	665-5103	<a href="mailto:barbp@lanl.gov">barbp@lanl.gov</a>	P201
AET-DO	Martinez	Myra	667-3963	<a href="mailto:myra@lanl.gov">myra@lanl.gov</a>	C926
B-DO	Rudnick	Jennifer	665-6083	<a href="mailto:rudnick@lanl.gov">rudnick@lanl.gov</a>	M888
CT-DO	Gaedecke	Nicole	667-0726	<a href="mailto:nig@lanl.gov">nig@lanl.gov</a>	B251
C-DO	Roybal Freeman	Elaine Lydia	667-4457 667-3269	<a href="mailto:elaine@lanl.gov">elaine@lanl.gov</a> <a href="mailto:lydia@lanl.gov">lydia@lanl.gov</a>	P172 K484
CMRR-PO					
CFO-DO	Jaramillo (CFO- OEO) Elson (CFO-2)	Leo Jean	667-3848 665-0686	<a href="mailto:leoj@lanl.gov">leoj@lanl.gov</a> <a href="mailto:elson@lanl.gov">elson@lanl.gov</a>	P119 G576
CIO	Spallitta	Erika	667-6151	<a href="mailto:espallita@lanl.gov">espallita@lanl.gov</a>	D417
SPO-CNP					
CGA-DO	Delacruz	Vanessa	665-8089	<a href="mailto:vanessa@lanl.gov">vanessa@lanl.gov</a>	P355
CPO-OFF					
CCS-DO	Fisk	Gina	667-6769	<a href="mailto:gina@lanl.gov">gina@lanl.gov</a>	B287
CTN-DO	Hogsett	Carol	665-5202	<a href="mailto:carol@lanl.gov">carol@lanl.gov</a>	P172
CS-DO	Wagner	William	664-0012	<a href="mailto:wlwagner@lanl.gov">wlwagner@lanl.gov</a>	M874
D	Salazar	Christie	667-3718	<a href="mailto:csalazar@lanl.gov">csalazar@lanl.gov</a>	K575
DE-DO	Atencio-Gerst	Rosella	665-2737	<a href="mailto:rosella@lanl.gov">rosella@lanl.gov</a>	P918
EES-DO	Sussman Darteville	Aviva Sebastian	667-4195 667-6815	<a href="mailto:spring@lanl.gov">spring@lanl.gov</a> <a href="mailto:sdart@lanl.gov">sdart@lanl.gov</a>	D462 D443

ER-DO	Harvey	John	665-0373	<a href="mailto:jfharvey@lanl.gov">jfharvey@lanl.gov</a>	C938
EFO-DO	Martinez	Susie	667-9747	<a href="mailto:smart@lanl.gov">smart@lanl.gov</a>	C928
ERSS_DO	Casaus	Margaret	667-4220	<a href="mailto:mcasaus@lanl.gov">mcasaus@lanl.gov</a>	J496
EWMO-DO					
ENV-DO	Sherwood	Sherri	665-9876	<a href="mailto:sherwoods@lanl.gov">sherwoods@lanl.gov</a>	J978
EA-DO	Kayser	Jutta	665-3104	<a href="mailto:jkayser@lanl.gov">jkayser@lanl.gov</a>	A249
FME-DO	Sanchez (Eng-FME)	Joseph	665-6070	<a href="mailto:josanchez@lanl.gov">josanchez@lanl.gov</a>	M702
HPC-DO	Hogsett	Carol	665-4732	<a href="mailto:carol@lanl.gov">carol@lanl.gov</a>	B260
HR-DO	Valdez Ratliff (HR-S) Gilbert (HR-S) Bolinger	Danny Gilbert Bob Lisa	665-7215 665-5196 665-8073 665-2533	<a href="mailto:dlvaldez@lanl.gov">dlvaldez@lanl.gov</a> <a href="mailto:gratliff@lanl.gov">gratliff@lanl.gov</a> <a href="mailto:ragilbert@lanl.gov">ragilbert@lanl.gov</a> <a href="mailto:lisa@lanl.gov">lisa@lanl.gov</a>	M894 P219 P219 M984
HX-DO					
IHS-SO	Rey	Virginia	665-8769	<a href="mailto:vrey@lanl.gov">vrey@lanl.gov</a>	K483
IRM-DO	Connaughton	Theresa	665-4574	<a href="mailto:tgc@lanl.gov">tgc@lanl.gov</a>	A150
IST-DO	Tozer	Justin	667-6677	<a href="mailto:tozer@lanl.gov">tozer@lanl.gov</a>	C342
IP-DO	Sandoval	Beverly	665-5900	<a href="mailto:bevs@lanl.gov">bevs@lanl.gov</a>	K773
INST-OFF	Rivera Womack	Natalie Kathie	663-5127 663-5206	<a href="mailto:natalie@lanl.gov">natalie@lanl.gov</a> <a href="mailto:Womack@lanl.gov">Womack@lanl.gov</a>	T001 T001
IAT-DO	Byers (IAT-IRAT) Gustafson	Loren John	663-5506 667-9848	<a href="mailto:lwbyers@lanl.gov">lwbyers@lanl.gov</a> <a href="mailto:niscos@lanl.gov">niscos@lanl.gov</a>	T008 B276
ISR-DO	Stanford (ISR) Cook (ISR-SDS) Martinez	Lorraine Debra Vivian	665-2044 667-7736 667-2965	<a href="mailto:Istanford@lanl.gov">Istanford@lanl.gov</a> <a href="mailto:dsc@lanl.gov">dsc@lanl.gov</a> <a href="mailto:vvmx@lanl.gov">vvmx@lanl.gov</a>	B241 D440 B241
LC-DO	Lovato-Farmer	Cindy	667-1149	<a href="mailto:cjlf@lanl.gov">cjlf@lanl.gov</a>	A187
LWSP	Casaus	Margaret	667-4220	<a href="mailto:mcasaus@lanl.gov">mcasaus@lanl.gov</a>	J496
LANSC-DO	Conradson	Leilani	665-9505	<a href="mailto:leilani@lanl.gov">leilani@lanl.gov</a>	H805
LFO-DO					
MSS-DO	Chavez	Luci	667-6521	<a href="mailto:luci_chavez@lanl.gov">luci_chavez@lanl.gov</a>	K492
MC-DP	Roybal	Debbie	667-6336	<a href="mailto:roybald@lanl.gov">roybald@lanl.gov</a>	P917
MQ-DO	Roybal	Debbie	667-6336	<a href="mailto:roybald@lanl.gov">roybald@lanl.gov</a>	P917
MCFO-DO	Sanchez Allen	Tess Julie	665-9500 665-7323	<a href="mailto:tsanchez@lanl.gov">tsanchez@lanl.gov</a> <a href="mailto:juliea@lanl.gov">juliea@lanl.gov</a>	G756 G756
MPA-DO	Durakiewicz	Tomasz	667-4819	<a href="mailto:Tomasz@lanl.gov">Tomasz@lanl.gov</a>	K764
N-DO					
NN	Frame (N-SST) McHale (N-ANT)	Kate Charlene	665-2384 667-2286	<a href="mailto:frame@lanl.gov">frame@lanl.gov</a> <a href="mailto:cmchale@lanl.gov">cmchale@lanl.gov</a>	E540 B228
OM-DO	Rey	Virginia	665-8769	<a href="mailto:vrey@lanl.gov">vrey@lanl.gov</a>	K483
SPO-AEI					
P-DO	Wurden	Glen	667-5633	<a href="mailto:wurden@lanl.gov">wurden@lanl.gov</a>	E526
PMT-DO	Archuleta	Kristy	667-0697	<a href="mailto:kristy@lanl.gov">kristy@lanl.gov</a>	E500
POL-DO	Hickey	Sharon	667-4670	<a href="mailto:hickey@lanl.gov">hickey@lanl.gov</a>	A147
PM-DO	Vigil	Toby	665-9215	<a href="mailto:tiv@lanl.gov">tiv@lanl.gov</a>	E512
PP-DO	Bingham	Dawn	667-1175	<a href="mailto:dbingham@lanl.gov">dbingham@lanl.gov</a>	J961

	Winkler	Dorothy	664-0388	<a href="mailto:dwinkler@lanl.gov">dwinkler@lanl.gov</a>	J961
PF-DO	Martinez	Patrick	665-6790	<a href="mailto:prmtz@lanl.gov">prmtz@lanl.gov</a>	D471
QA-DO	Rey	Virginia	665-8769	<a href="mailto:vrey@lanl.gov">vrey@lanl.gov</a>	K483
RP-DO	Rey (RP-TS)	Virginia	665-8769	<a href="mailto:vrey@lanl.gov">vrey@lanl.gov</a>	K483
SAFE-DO	Baca	Stephanie	665-1205	<a href="mailto:sbaca@lanl.gov">sbaca@lanl.gov</a>	G729
SB-DO					
STBPO-EPDO	Rutten	Carole	665-5194	<a href="mailto:crutten@lanl.gov">crutten@lanl.gov</a>	:M709
SEC	Baca	Stephanie	665-1205	<a href="mailto:sbaca@lanl.gov">sbaca@lanl.gov</a>	G729
TT-DO	Lopez	Arlene	665-6747	<a href="mailto:atl@lanl.gov">atl@lanl.gov</a>	C334
T-DO	Holz (T-TA)	Daniel	665-9850	<a href="mailto:abc@lanl.gov">abc@lanl.gov</a>	B227
WS-DO	Casaus	Margaret	667-4220	<a href="mailto:mcasaus@lanl.gov">mcasaus@lanl.gov</a>	J496
WCM-DO	Martinez	Jeanette	667-9955	<a href="mailto:jeanette@lanl.gov">jeanette@lanl.gov</a>	E587
FME-WFO					
W-DO	Logan	Tarah	665-7976	<a href="mailto:t_logan@lanl.gov">t_logan@lanl.gov</a>	A115
WT-DO	Leyba	Debbie	667-2535	<a href="mailto:dleyba@lanl.gov">dleyba@lanl.gov</a>	P946
X-DO	Heath (X3-MCC)	Alexandra	667-2558	<a href="mailto:arh@lanl.gov">arh@lanl.gov</a>	F663
	Stewart (X)	Tim	665-9419	<a href="mailto:stewart@lanl.gov">stewart@lanl.gov</a>	B218

## The Wellness Center

The Wellness Center is located in Technical Area 3, Building 1163, near the intersection of Bikini Atoll and West Jemez Road in Los Alamos. The Wellness Center is provided for employees of LANL, UC, DOE, Protection Technology Los Alamos, KSL (Kellogg Brown Root, Shaw, and LATA), and the Los Alamos County Fire Department. New users are required to attend an orientation session before receiving authorization for use of the facility. For more information about hours of operation and orientation times visit the Wellness Center webpage at <http://int.lanl.gov/health/wellness/index.shtml>.

## Student Programs Advisory Council

The Student Programs Advisory Council (SPAC) is composed of Laboratory employees who advise LANL management on student-related issues and policies. The mission of SPAC is to make sure that every student has a positive experience at LANL. The SPAC website is at <http://int.lanl.gov/education/spac/> SPAC meetings are open and student and mentor involvement is encouraged.



The purpose of SPAC is to:

- Serve as an advocate for the quality of each student's experience at the Laboratory;
- Monitor the quality and impact of student programs;
- Ensure effective communication about student programs; and
- Recommend policy changes and initiatives for improvement of Laboratory student programs.

## **Students' Association**

The LANL Students' Association (SA) continues to grow and provide resources and activities to all students. Social, educational, and professional development activities are coordinated and can be found on the SA website at <http://sa.lanl.gov>. It is the intent of SA to obtain representation from all programs, divisions, and groups at the Laboratory that employ students. SA is the known voice for the students and will bring concerns, opinions, and students' ideas to the proper groups within LANL. Students must decide their own level of participation, assessing their interests and their time.

## **STUDENT INFORMATION/EVENTS**

### **Symposium 2007**

**Annual Symposium: Highlighting Student and Postdoctoral Research  
“Championing Scientific Careers”**

The Annual Symposium is an opportunity for all students and postdoctoral appointees to present their learning experiences and scientific research. The intent of the symposium is to broaden students' and postdoctoral appointees' expertise and to prepare them for careers in the sciences. The event will take place on August 1-2, 2007. For more information about the symposium, see the website at:

<http://www.lanl.gov/education/symposium/>.

## Student News, Student Views

“Student News, Student Views,” is an electronic newsletter that is distributed via the student information list serv bi-weekly during June and July and monthly thereafter. It informs students of relevant changes to policies and procedures, distributes information about available scholarships, fellowships or internship opportunities. It informs students of upcoming LANL and student activities. Students should contact Rebecca Duran at [rduran@lanl.gov](mailto:rduran@lanl.gov) to be placed on the list serv.

## Newsbulletin

The Newbulletin is found on the LANL homepage. To find events, go to <http://int.lanl.gov/news/index.php?fuseaction=nb.main/> and click on calendar.

## LANL Events Calendar

The events calendar is found on the LANL homepage (<http://int.lanl.gov/>).

## CONTACTS AND RESOURCES LISTING

<b><i>TITLE</i></b>	<b><i>CONTACT INFORMATION</i></b>	<b><i>COMMENTS/NOTES</i></b>
Badge Office	Phone: 667-6901 Email: <a href="mailto:badge@lanl.gov">badge@lanl.gov</a>	<a href="http://int.lanl.gov/security/personnel/badge/">http://int.lanl.gov/security/personnel/badge/</a>
Benefits/Compensation Office	Phone: 667-1806 Email: <a href="mailto:benefits@lanl.gov">benefits@lanl.gov</a>	<a href="http://int.lanl.gov/worklife/benefits/">http://int.lanl.gov/worklife/benefits/</a>
Bradbury Science Museum	Phone: 667-4444	<a href="http://www.lanl.gov/museum">http://www.lanl.gov/museum</a>
Business/Payroll Office	Phone: 667-4594	<a href="http://cfo.lanl.gov/accounting/payroll/default.shtml">http://cfo.lanl.gov/accounting/payroll/default.shtml</a>
Diversity Office	Phone: 667-8695	<a href="http://int.lanl.gov/orgs/oeod">http://int.lanl.gov/orgs/oeod</a>

Division Human Resources	Name: Phone: Email:	
Education & Postdoc Office Student/Mentor Liaison	Name: Carole Rутten Phone: 665-5194 Email: crутten@lanl.gov	<a href="http://int.lanl.gov/education/">http://int.lanl.gov/education/</a>
HS Co-op, UGS, and GRA Program Coordinator	Name: Brenda Montoya Phone: 667-4866 Email: bmontoya@lanl.gov	
Food (Aramark, Otowi Bldg.)	Phone: 667-3591	Hours of Operation: Breakfast: 6:30-10:00 Lunch: 11:00-1:45 Sweet Shop: 10:00-4:00 <a href="http://www.aramarkcafe.com/losalamos/">http://www.aramarkcafe.com/losalamos/</a>
Housing Office	Name: Vicki Barnett Phone: 661-2626 Email: housing@lanl.gov	<a href="http://financial.lanl.gov/housing/general.shtml">http://financial.lanl.gov/housing/general.shtml</a>
Human Resources  HR Generalists for Each Division	Phone: 664-6947	<a href="http://hrint.lanl.gov/Generalists/">http://hrint.lanl.gov/Generalists/</a>
Emergencies Immediate Danger	Phone: 667-6211 Phone: 911	fire, unattended bags, etc. <a href="http://int.lanl.gov/security/">http://int.lanl.gov/security/</a>
Laboratory Operator	Phone: 667-5061 Or dial 0 (zero)	External Web Site: <a href="http://www.lanl.gov/worldview">www.lanl.gov/worldview</a> Internal Web Site: <a href="http://www.int.lanl.gov">www.int.lanl.gov</a>
Los Alamos Medical Center	Phone: 662-4201	Allergy shots, pharmacy, and emergency care
Occupational Medicine  Employee Assistance Program (EAP)	Phone: 667-7251  Phone: 667-7339	<a href="http://int.lanl.gov/health/occmed/">http://int.lanl.gov/health/occmed/</a>
Office of Equal Opportunity	Phone: 667-8695	<a href="http://int.lanl.gov/orgs/oeod/index.htm">http://int.lanl.gov/orgs/oeod/index.htm</a>

Ombuds Office	Name: Pavlo Quintana Phone: 667-9330 Email: pavio@lanl.gov	<a href="http://www.lanl.gov/ombuds/">www.lanl.gov/ombuds/</a>
Research Library	Phone: 667-5809 Email: library@lanl.gov	<a href="http://library.lanl.gov">http://library.lanl.gov</a> Starting place for assistance with library needs
Safety and Security Concerns (ISM)	Phone: 665-7233	<a href="http://int.lanl.gov/safety/">http://int.lanl.gov/safety/</a>
Employee Relations (Complaints, harassment or violence in the workplace)	Phone: 667-8730	<a href="http://int.lanl.gov/orgs/hr/relations/index.shtml">http://int.lanl.gov/orgs/hr/relations/index.shtml</a>
Student Liaison	Name: Phone: Email:	Division/Group Resource Person:  (provides direction to appropriate contacts)
Student Mentor	Name: Phone: Email:	Primary Contact Person
Taxi	Phone: 667-TAXI (667-8294)	From lab property to lab property
Travel	Phone: 665-8529	<a href="http://cfo.lanl.gov/accounting/travel/default.shtml">http://cfo.lanl.gov/accounting/travel/default.shtml</a>
Tuition Reimbursement	Name: Dixie Paternoster Phone: 667-0386 Email: dixie@lanl.gov	<a href="http://int.lanl.gov/orgs/hr/td/tuition.shtml">http://int.lanl.gov/orgs/hr/td/tuition.shtml</a>
LANL Weather Updates	Phone: 667-6622 or 877-723-4101	Lab Closures or Delays: Update Hotline  <a href="http://weather.lanl.gov/">http://weather.lanl.gov/</a>

# SAFETY TIPS

## Bicycle, Pedestrian, and Driver Safety in Los Alamos County

*(Written by Wayne Slattery for the LANL Bicycle-Pedestrian Safety Committee, John Bradley, chairman.)*

Most of the bicycle-pedestrian safety concerns in Los Alamos aren't very different from those in the rest of the U.S. There are, however, a number of very sensitive areas where things *are* different.

### ***Crosswalks***

The first difference is that in Los Alamos, cars *are* required to stop for pedestrians in *crosswalks*. The police do watch this. From a pedestrian viewpoint, this means that while walking across a crosswalk, you can expect cars to stop for you. But *do not* take this expectation for granted. Keep watching the cars and make sure that they stop; they may not see you.

### ***Seat Belt Use***

The local police are on the lookout for drivers and passengers who are not using seat belts. Save your \$50 and perhaps your life by wearing your seat belt.

### ***The Los Alamos Canyon Bridge (Diamond Drive)***

One very sensitive area is the walkway across the Los Alamos Canyon Bridge. Both pedestrians and bicyclists use this walkway. For pedestrians, it is a good idea to walk on either one side or the other of the walkway. When a bicyclist passes a person walking, the courteous thing for the bicyclist to do is to slow down. (There are signs at either end of the bridge stating a county ordinance that says bicyclists must not be going faster than 5 mph near pedestrians.) Say something like, "Passing on your left (or right)," and then pass slowly.

Remember that this is a request, not a demand.

### ***The Five-Foot Rule***

In Los Alamos, cars are required to stay at least five feet from bicyclists. This law also works the other way. Bicycles must stay at least five feet from cars. This rule usually precludes passing a bunch of cars by sneaking along to the right of stopped cars waiting for a light to change. In this situation, the best thing is to wait your turn in the *middle* of the lane. Drivers who are unaware of the five-foot rule will invariably crowd you over to the right at a stop light if you are just a *little* bit in the lane.

### ***Drivers***

Deer and elk are common in Los Alamos County, especially on lower Pajarito Road. Drive cautiously at night, and if a deer or elk is in sight, use low beams. Snow, ice, and sleet are common during the winter months. Plan to take extra time to get to your destination. Use caution and extra care.

If you are taking up residency in New Mexico, you must surrender your license from any other state and apply for a New Mexico license within 30 days of moving to New Mexico.

### ***Environment***

Los Alamos is at an altitude of 7,355 feet. Your body may need time and extra rest to adjust. Use caution when exercising. Also, higher altitudes magnify the effects of alcohol. If you plan to drink, make sure you have a designated driver.

Do not approach sick or dead animals. Wildlife is abundant in Los Alamos County. Wild animals may carry contagious diseases. Fleas and ticks are common in this area. Be sure to dust your pets for them. In the event of a snakebite, seek medical attention immediately. Don't try to extract the poison yourself. Don't touch articles you might find in the area if you don't know what they are. Some

might be explosive test artifacts. Contact the police if you find any suspicious items. Do not disturb historic or archaeological artifacts.

## ***Hiking***

Topographic maps of the area are available at local stores. Never hike alone, and always tell someone else your planned destination and return time. Always take water and snacks even on short hikes. Take raingear and layer clothing, including hats and gloves. The temperature drops quickly after sundown. Respect private and federal property. Obey “No Trespassing” signs.

# TRANSPORTATION

**NOTE:** Because prices are subject to frequent changes, you will need to call and verify the exact cost. The prices listed below give you a comparison between available options.

## **LA Bus**

LA Bus serves all of Los Alamos County. The bus runs from 6 a.m. to 6 p.m. Several work routes are available on the commuter route schedule. They also have a Demand Response Service (equipped with a wheelchair lift and wheelchair tie-downs), which is available to riders who do not want to wait for a fixed route bus. LA Bus does not operate on weekends or LANL holidays. More information is available at 662-2080 or [www.labus.org](http://www.labus.org).

### **Standard Fares**

	<b>Adults</b>	<b>Students, Seniors and Handicapped</b>
<b>Single Ride</b>	\$1.25	\$0.75
<b>20 Ride Card</b>	\$15.00	\$10.00
<b>Monthly Pass</b>	\$25.00	\$20.00

### Demand Response Service

Single Ride, townsite	Single Ride, White Rock	10 Ride Pass
\$3.00 or 1 punch on a pass	\$5.00 or 2 punches on a pass	\$20.00

## Taxi Service

LANL provides a free taxi service to all Laboratory sites. This service is available to Laboratory employees during normal work hours (8:30 a.m. to 3 p.m.). Call 667-TAXI (667-8294) to make arrangements. Some destinations may require the use of both the LANL taxi service and LA Bus. Call the taxi service number to see if this will be necessary. The summer is a very busy time for the taxi service, so please remember that the taxis are to be used only for official Laboratory business. Taxis will not transport students to their homes or to non-LANL business locations. <http://intranet.jci.lanl.gov/dept/ss/tp/ts/>

## Park-n-Ride

All Aboard America!, in conjunction with the New Mexico State Highway and Transportation Department, operates over 80 daily departures between the following cities:

- Santa Fe and Espanola
- Santa Fe and Los Alamos
- Espanola and Los Alamos
- Albuquerque and Santa Fe and Los Alamos

This service is available for the general public at the following one way fares:

- Santa Fe - Espanola - Los Alamos - \$3
- Albuquerque - Santa Fe - \$3
- Albuquerque - Los Alamos - \$6



Park-n-Ride can be reached at 424-1110, or visit the website at:

<http://www.allaboardamerica.com/santafe/parkandride.html> to get schedules, pick-up and drop-off locations, days of operations, and monthly pass information. Discounted monthly passes are available.

## Shuttle Services

Students needing transportation from/to Albuquerque can contact the following agencies:

**Santa Fe Shuttle** (from Albuquerque to Santa Fe)

Phone: 505-243-2300      888-833-2300

Website: [www.shuttlesantafe.com](http://www.shuttlesantafe.com)

Availability: Open 7 days a week

Travel Time: approx. 70 - 75 min.

Hours of Operation: 8:00 a.m. – 8:00 p.m.

Requires 24 hour advance reservation

Cost: \$23.00 one-way

\$40.00 roundtrip

Destinations: Stops at all hotels

**Sandia Shuttle** (From Albuquerque to Santa Fe)

Phone: 505-474-5696      888-775-5696

Website: [www.sandiashuttle.com](http://www.sandiashuttle.com)

Availability: Open 7 days a week

Travel Time: approx. 70 min.

Hours of Operation: 8:00 a.m. – 8:00 p.m.

Leaves Albuquerque every hour beginning at 8:45

Reservations and Pre-Payment with credit card required

Cost: \$25.00 one-way

\$45.00 roundtrip (prepaid with credit card)

Destinations: Stops at all hotels

**Roadrunner Shuttle** (From Santa Fe to Los Alamos)

Phone: 505-424-3367

Website: none

Availability: Open 7 days a week

Hours of Operation: 6:00 a.m. – 9:00 p.m.

Pick-up by reservation only; Credit cards not accepted.

Cost \$ 50.00 one-way

Destinations: Any location in Santa Fe and Los Alamos

Additional stops in either place is an additional \$10 per stop

Available for groups anywhere in the state

# SUMMARY

This handbook is designed to provide essential tools for creating a highly effective education and work experience for the mentor and student. The handbook outlines the objectives and skills necessary to create a positive and mutually meaningful experience for students and mentors. It also contains the necessary forms required to prepare for this relationship.

For more information contact:

Carole Rutten

STBPO-EPDO

665-5194

[crutten@lanl.gov](mailto:crutten@lanl.gov)

Science and Technology Base Program Office  
Education & Postdoc Office

STBPO - EPDO

